



# Establishment Projects

## Request for Funding (RFF 24-003)

**Division of Disability and  
Rehabilitative Services**  
*Vocational Rehabilitation Services*

# Agenda



- Overview: Need for the Establishment Projects
- Response Format and Attachments
- Timeline
- Project Components (Staffing, Training, Supplies)
- Federal and Match Breakouts
- Submission of Match and Reimbursement Process
- Measurable Objectives
- Evaluation Criteria (Attachment E)
- Next Steps / Reminders
- Contract Deliverables – *awarded contractors*

# Overview



- Approved Vocational Rehabilitation (VR) Employment service providers, that have a **demonstrated need** to enter into Establishment Projects in order to **increase staff capacity and training** for the purpose of increasing the quality of services and competitive, integrated employment outcomes to VR applicants or eligible individuals.
- Competitive procurement process.
- Award up to 15 contracts to eligible respondents.
- Public or private nonprofit Community Rehabilitation Programs (CRPs)\* who have a VR employment services provider agreement, that has been active (non-probationary status) at least since July 2024.
- Establishment Project contracts are expected to begin in July 2025 and will be for a maximum period of four (4) years as the initial contract is expected to last for up to a two (2) year period, with a two (2) year renewal period.

\*Establishment, development, or improvement of a public or nonprofit community rehabilitation program 361.5(b)17

# Response Format and Attachments



- CRPs should submit responses to the RFF describing how they will meet the specific requirements of this RFF and the detailed scope and deliverables.
- Evaluation Criteria (Attachment E) must be individually addressed, with responses to each item corresponding to the item number.
- RFF responses must not exceed 10 pages, not including attachments.
- Completed proposals will need to be submitted **no later than 4:30 p.m. Eastern Time on November 26, 2024.**

**Send PDF attachments in an email to:**

**[Establishmentproject@fssa.in.gov](mailto:Establishmentproject@fssa.in.gov)**

**Labeled as “2025 Establishment Project Proposal”**

Note: no more than one proposal per respondent shall be submitted.

# Response Format and Attachments (cont.)



The proposal must be assembled in the following manner:

1. A cover letter which indicates the proposal's principal contact
2. A letter of application signed by the Director or Agency Board President
3. A copy of the CRP's financial statement, including an income statement and balance sheet, for each of the two most recently completed fiscal years
4. Job description for each proposed new position funded through the project
5. Agency organizational chart with additional information on project-funded positions
6. Cost Proposal Response Template (Attachment A)
7. Respondent Information (Attachment B)
8. Evaluation Criteria (Attachment E)

# Timeline



Timeline	Action Item
October 1, 2024	Issue of RFF
October 15, 2024	RFF Deadline to Submit Written Questions
October 25, 2024	Answers Provided to Written Questions
November 26, 2024	RFF Proposals due
November 27, 2024-December 30, 2024	Evaluation Committee Meets
January 2, 2025- January 10, 2025	Determination of Awards/Notices of Awards
January 11, 2025	Contract Development Begins
July 1, 2025	Contract Effective Date

\*Timelines are estimates and subject to change.

# Project Components



<p>Meet the definition of a private or public non-profit CRP and have been an approved non-probationary VR employment service provider agreement as of July 1, 2024</p>	<p>Allowable staff hired for the Establishment Project must only deliver employment services to VR applicants or individuals who have been determined eligible to receive VR services</p>	<p>Able to meet the non-federal match requirement and deposit funding into state VR account</p>
<p>Enter into a term agreement of a two (2) year period with a two (2) year renewal period; target implementation date of July 1, 2025</p>	<p>Demonstrate a need to <b>build staff capacity/retention</b> and <b>program growth through allowable training opportunities</b>, as well as identify effective strategies, to <u>effectively provide quality employment services*</u>, including supported employment for individuals with the most significant disabilities</p>	<p>Sustainability plan ensuring adequate ongoing staff capacity, retention strategies, and training once Establishment Project funding has ended</p>

\*VR Manual of Employment Services - [VR Employment Services webpage](#)

# Staff Capacity Component



- **Increase staff capacity** of CRPs for the purpose of providing quality VR employment services, including supported employment services, to VR applicants or eligible individuals.
- Staffing costs must be associated with the provision of VR employment services as outlined in the VR Manual of Employment Services.
- Allowable staffing costs (salary and benefits) apply only to direct service staff (i.e. employment specialist, job coach) with a caseload that consist entirely of VR participants (100%) VR Caseload.
- The budget and claim reimbursements must only include the staffing costs that result from **increasing staff capacity** and may not include any existing staff costs.
- Allowable staffing funding will be utilized to ensure that the newly hired, 100% VR caseload of applicants or eligible individuals will not exceed a case load size of 1:20, but with the understanding a caseload size must be at least a 1:10 ratio. (See Allowable Staffing Ratios section in the RFF).





# What does 100% VR caseload mean?

A 100% VR caseload for new employment service staff hired for the purpose of the Establishment Project, means that:

- Each participant on the caseload of the direct services staff charged to this project, must have a current, open case with VR!

# Allowable Staffing Ratios



- **Newly hired staff** must only be hired to meet an overall average caseload ratio ranging from 1:10-1:20, depending on the level of needs of VR applicants or eligible individuals served.
- Newly hired staff cannot be hired if the population of VR applicants or eligible individuals served across the employment services unit does not warrant the staffing increase, based on the 1:10-1:20 ratio.
- If additional staff are hired, and the population served later decreases, the CRP must re-evaluate the forecasted staffing needs.
- It is expected that awarded CRPs would employ a minimum of 1 new full-time employee (FTE) and a maximum of 5 new FTEs through this agreement, however additional ES staff needs may be approved by BRS depending on need, as demonstrated through submission of staffing ratio data.

# Unallowable Staffing Costs



## Unallowable Staffing Cost Items

Recruiting expenses	Leasing
Travel	Administrative/Support Staff costs
Utilities	Supervisory/other executive level staff who directly oversee employment service staff
Supplies/Equipment (other than allowable supplies outlined in the RFF)	Time spent by staff on activities other than those specifically described under 'Allowable Staffing Costs' in the RFF
Cell phones	Costs for any position that existed prior to entering into the Establishment Project that become vacant at any point during the project



# Staffing Retention

- The CRP is responsible for improving staff retention which leads to higher quality services and increased employment placement outcomes.
- Incentive Retention Plan.
- Responses to this RFF must outline strategies for incentivizing staff retention, and **awarded CRPs** will be required to submit an incentive retention plan to BRS.
- Awarded CRPs will be responsible for meeting their incentive retention plan goals throughout the contract term and will be required to provide updates to BRS.
- Captured in the Evaluation Criteria (Attachment E)



# Training Component

- Effective strategies to support growth of CRPs to carry out employment services to VR participants, which will produce the desired outcome of increased capacity to provide quality and timely services to VR applicants and eligible individuals.
- The Establishment Project will provide funding for allowable training (guidance from BRS will be provided on allowable training), which shall be person-centered, strength-based, and focused on individuals with disabilities' employable strengths.
- Training must align with a philosophy that individuals with disabilities can obtain competitive integrated employment with the right supports and services.

# Allowable Training Costs



- All training activities must be associated with improving the CRPs provision of employment services as outlined in the VR Manual of Employment Services, and increasing the quality and quantity of competitive, integrated employment outcomes.
- Allowable training costs may only be charged for the **newly hired positions** who are serving 100% VR applicants or eligible individuals.
- Allowable training costs include the following:
  - Registration fees for training that meets Association of Certified Rehabilitation Educator (ACRE) competencies
  - Registration fees for training carried out by BRS contracted training entities such as Level Up and Benefits Information Network (BIN) training.

# Unallowable Training Costs



- Any expenses incurred for training to staff who are not funded through this project.
- Training for supervisory and support staff
- Mileage, out-of-state training, per diem (meal reimbursement), conference fees including registration costs, and hotel costs.



# Allowable Supplies

- Supplies are limited to one (1) computer (e.g., laptop) per newly created position for the life of the project.
- This will ensure that supplies are only used for time spent as related to delivery of VR services for VR applicants or eligible individuals.
- Purchase of computer software to provide direct provision of services to 100% VR applicants or eligible individuals.



# Training and Supplies Cost Participation

(maximum period of 4 years)



Percent of Total Training and Supplies Costs Available for Federal & Match Funds*	
Year 1	100% (78.7% VR/ 21.3% CRP share)
Year 2	100% (78.7% VR/ 21.3% CRP share)
Year 3	100% (78.7% VR/ 21.3% CRP share)
Year 4	100% (78.7% VR/ 21.3% CRP share)

*\*The Federal share of funds is 78.7%.*

*\*The non-federal match share of 21.3% is provided by the CRP and must be deposited into a designated state VR account.*

# Staffing Cost Participation

(maximum period of 4 years)



Percent of Total Staff Costs Available for Federal & Match Funds*		Additional CRP Share (not available to match)
Year 1	100% (78.7% VR/ 21.3% CRP share)	0%
Year 2	75% (78.7% VR/ 21.3% CRP share)	25%
Year 3	60% (78.7% VR/ 21.3% CRP share)	40%
Year 4	45% (78.7% VR/ 21.3% CRP share)	55%

*\*The Federal share of funds is 78.7%.*

*\*The non-federal match share of 21.3% is provided by the CRP and must be deposited into a designated state VR account.*

# Cost Proposal - Example 1



Attachment A Cost Proposal					
RFF 24-003 - Establishment, Development or Improvement of Non-Profit Community Rehabilitation Programs					
Respondent:	ABC, Inc.				
Instructions:	<p>In response to the RFF, Community Rehabilitation Programs (CRPs) <b>MUST ONLY</b> use the green shaded cells to enter the organization's proposed staffing, training, and supply costs for the Establishment Project.</p> <p><b>Note:</b> The formulas for staffing (Table 1 in the RFF) and training (Table 2 in the RFF) are hidden and will automatically calculate the share of costs that can be charged to the project, once the green shaded cells include a numeric value. Budgets submitted in a different format (and not using this spreadsheet) will not be accepted.</p> <p>Please refer to the RFF for allowable staffing and training cost components.</p>				
	Year 1	Year 2	Year 3	Year 4	Cumulative # new positions by end of project
Identify all newly-created, full-time employment (FTE) positions for the project, by year of hire	2	1	1	0	4
	Year 1 (100%)	Year 2 (76%)	Year 3 (80%)	Year 4 (46%)	
Annual Staffing cost	\$ 200,000.00	\$ 150,000.00	\$ 200,000.00	\$ 200,000.00	
Portion of staffing costs available for federal and match funds	\$ 100,000.00	\$ 112,500.00	\$ 120,000.00	\$ 90,000.00	
21.3% Match required by CRP	\$ 21,300.00	\$ 23,962.50	\$ 25,960.00	\$ 19,170.00	
78.7% VR cost	\$ 78,700.00	\$ 88,537.50	\$ 94,440.00	\$ 70,830.00	
	Year 1 (100%)	Year 2 (100%)	Year 3 (100%)	Year 4 (100%)	
Annual Training cost	\$ 10,000.00	\$ 15,000.00	\$ 20,000.00	\$ 20,000.00	
21.3% Match required by CRP	\$ 2,130.00	\$ 3,195.00	\$ 4,260.00	\$ 4,260.00	
78.7% VR cost	\$ 7,870.00	\$ 11,805.00	\$ 15,740.00	\$ 15,740.00	
	Year 1 (100%)	Year 2 (100%)	Year 3 (100%)	Year 4 (100%)	
Annual Supply (Laptop/software) cost	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
21.3% Match required by CRP	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
78.7% VR cost	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
<b>Total Establishment Project cost</b>	<b>\$ 110,500.00</b>	<b>\$ 127,750.00</b>	<b>\$ 140,250.00</b>	<b>\$ 110,000.00</b>	
21.3% Match required by CRP	\$ 23,536.50	\$ 27,210.75	\$ 29,873.25	\$ 23,430.00	
78.7% VR cost	\$ 86,963.50	\$ 100,539.25	\$ 110,376.75	\$ 86,570.00	
<b>Total 4 year project cost</b>					<b>\$ 488,600.00</b>

# Cost Proposal - Example 1 (con't)



Attachment A Cost Proposal					
RFF 24-003 - Establishment, Development or Improvement of Non-Profit Community Rehabilitation Programs					
<b>Respondent:</b>	ABC, Inc.				
<b>Instructions:</b>	<p>In response to the RFF, Community Rehabilitation Programs (CRPs) <b><u>MUST ONLY</u></b> use the green shaded cells to enter the organization's proposed staffing, training, and supply costs for the Establishment Project.</p> <p><b>Note:</b> The formulas for staffing (Table 1 in the RFF) and training (Table 2 in the RFF) are hidden and will automatically calculate the share of costs that can be charged to the project, once the green shaded cells include a numeric value. Budgets submitted in a different format (and not using this spreadsheet) will not be accepted.</p> <p>Please refer to the RFF for allowable staffing and training cost components.</p>				
	Year 1	Year 2	Year 3	Year 4	Cumulative # new positions by end of project
Identify all newly-created, full-time employment (FTE) positions for the project, by year of hire	2	1	1	0	4

# Cost Proposal - Example 1 (con't)



	Year 1 (100%)	Year 2 (75%)	Year 3 (60%)	Year 4 (45%)
<b>Annual Staffing cost</b>	\$100,000.00	\$150,000.00	\$200,000.00	\$200,000.00
<b>Portion of staffing costs available for federal and match funds</b>	\$100,000.00	\$112,500.00	\$120,000.00	\$90,000.00
<b>21.3% Match required by CRP</b>	\$21,300.00	\$23,962.50	\$25,560.00	\$19,170.00
<b>78.7% VR cost</b>	\$78,700.00	\$88,537.50	\$94,440.00	\$70,830.00
	Year 1 (100%)	Year 2 (100%)	Year 3 (100%)	Year 4 (100%)
<b>Annual Training cost</b>	\$10,000.00	\$15,000.00	\$20,000.00	\$20,000.00
<b>21.3% Match required by CRP</b>	\$2,130.00	\$3,195.00	\$4,260.00	\$4,260.00
<b>78.7% VR cost</b>	\$7,870.00	\$11,805.00	\$15,740.00	\$15,740.00
	Year 1 (100%)	Year 2 (100%)	Year 3 (100%)	Year 4 (100%)
<b>Annual Supply (Laptop/Software) cost</b>	\$500.00	\$250.00	\$250.00	\$0.00
<b>21.3% Match required by CRP</b>	\$106.50	\$53.25	\$53.25	\$0.00
<b>78.7% VR cost</b>	\$393.50	\$196.75	\$196.75	\$0.00
<b>Total Establishment Project cost</b>	\$110,500.00	\$127,750.00	\$140,250.00	\$110,000.00
<b>21.3% Match required by CRP</b>	\$23,536.50	\$27,210.75	\$29,873.25	\$23,430.00
<b>78.7% VR cost</b>	\$86,963.50	\$100,539.25	\$110,376.75	\$86,570.00
<b>Total 4 year project cost</b>				<b>\$488,500.00</b>

# Cost Proposal - Example 2



Attachment A Cost Proposal					
RFF 24-003 - Establishment, Development or Improvement of Non-Profit Community Rehabilitation Programs					
Respondent:	ABC, Inc.				
Instructions:	<p>In response to the RFF, Community Rehabilitation Programs (CRPs) <b>MUST ONLY</b> use the green shaded cells to enter the organization's proposed staffing, training, and supply costs for the Establishment Project.</p> <p><b>Note:</b> The formulas for staffing (Table 1 in the RFF) and training (Table 2 in the RFF) are hidden and will automatically calculate the share of costs that can be charged to the project, once the green shaded cells include a numeric value. Budgets submitted in a different format (and not using this spreadsheet) will not be accepted.</p> <p>Please refer to the RFF for allowable staffing and training cost components.</p>				
	Year 1	Year 2	Year 3	Year 4	Cumulative # new positions by end of project
Identify all newly-created, full-time employment (FTE) positions for the project, by year of hire	1	0	0	0	1
	Year 1 (100%)	Year 2 (75%)	Year 3 (80%)	Year 4 (45%)	
Annual Staffing cost	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	
Portion of staffing costs available for federal and match funds	\$ 100,000.00	\$ 75,000.00	\$ 60,000.00	\$ 45,000.00	
21.3% Match required by CRP	\$ 21,300.00	\$ 15,975.00	\$ 12,780.00	\$ 9,585.00	
78.7% VR cost	\$ 78,700.00	\$ 59,025.00	\$ 47,220.00	\$ 35,415.00	
	Year 1 (100%)	Year 2 (100%)	Year 3 (100%)	Year 4 (100%)	
Annual Training cost	\$ 10,000.00	\$ 15,000.00	\$ 20,000.00	\$ 20,000.00	
21.3% Match required by CRP	\$ 2,130.00	\$ 3,195.00	\$ 4,260.00	\$ 4,260.00	
78.7% VR cost	\$ 7,870.00	\$ 11,805.00	\$ 15,740.00	\$ 15,740.00	
	Year 1 (100%)	Year 2 (100%)	Year 3 (100%)	Year 4 (100%)	
Annual Supply (Laptop/software) cost	\$ 0.00	\$ 250.00	\$ 250.00	\$ 0.00	
21.3% Match required by CRP	\$ 106.50	\$ 53.25	\$ 53.25	\$ 0.00	
78.7% VR cost	\$ 393.50	\$ 196.75	\$ 196.75	\$ 0.00	
<b>Total Establishment Project cost</b>	<b>\$ 110,500.00</b>	<b>\$ 90,250.00</b>	<b>\$ 80,250.00</b>	<b>\$ 65,000.00</b>	
21.3% Match required by CRP	\$ 23,536.50	\$ 19,223.25	\$ 17,093.25	\$ 13,845.00	
78.7% VR cost	\$ 86,963.50	\$ 71,026.75	\$ 63,156.75	\$ 51,155.00	
<b>Total 4 year project cost</b>					<b>\$348,000.00</b>

# Cost Proposal - Example 2 (con't)



Attachment A Cost Proposal					
RFF 24-003 - Establishment, Development or Improvement of Non-Profit Community Rehabilitation Programs					
<b>Respondent:</b>	ABC, Inc.				
<b>Instructions:</b>	<p>In response to the RFF, Community Rehabilitation Programs (CRPs) <b><u>MUST ONLY</u></b> use the green shaded cells to enter the organization's proposed staffing, training, and supply costs for the Establishment Project.</p> <p><b>Note:</b> The formulas for staffing (Table 1 in the RFF) and training (Table 2 in the RFF) are hidden and will automatically calculate the share of costs that can be charged to the project, once the green shaded cells include a numeric value. Budgets submitted in a different format (and not using this spreadsheet) will not be accepted.</p> <p>Please refer to the RFF for allowable staffing and training cost components.</p>				
	Year 1	Year 2	Year 3	Year 4	Cumulative # new positions by end of project
Identify all newly-created, full-time employment (FTE) positions for the project, by year of hire	1	0	0	0	1

# Cost Proposal - Example 2 (con't)



	Year 1 (100%)	Year 2 (75%)	Year 3 (60%)	Year 4 (45%)
<b>Annual Staffing cost</b>	<b>\$100,000.00</b>	<b>\$100,000.00</b>	<b>\$100,000.00</b>	<b>\$100,000.00</b>
Portion of staffing costs available for federal and match funds	\$100,000.00	\$75,000.00	\$60,000.00	\$45,000.00
21.3% Match required by CRP	\$21,300.00	\$15,975.00	\$12,780.00	\$9,585.00
78.7% VR cost	\$78,700.00	\$59,025.00	\$47,220.00	\$35,415.00
	Year 1 (100%)	Year 2 (100%)	Year 3 (100%)	Year 4 (100%)
<b>Annual Training cost</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>
21.3% Match required by CRP	\$1,065.00	\$1,065.00	\$1,065.00	\$1,065.00
78.7% VR cost	\$3,935.00	\$3,935.00	\$3,935.00	\$3,935.00
	Year 1 (100%)	Year 2 (100%)	Year 3 (100%)	Year 4 (100%)
<b>Annual Supply (Laptop/Software) cost</b>	<b>\$250.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
21.3% Match required by CRP	\$53.25	\$0.00	\$0.00	\$0.00
78.7% VR cost	\$196.75	\$0.00	\$0.00	\$0.00
<b>Total Establishment Project cost</b>	<b>\$105,250.00</b>	<b>\$80,000.00</b>	<b>\$65,000.00</b>	<b>\$50,000.00</b>
21.3% Match required by CRP	\$22,418.25	\$17,040.00	\$13,845.00	\$10,650.00
78.7% VR cost	\$82,831.75	\$62,960.00	\$51,155.00	\$39,350.00
<b>Total 4 year project cost</b>				<b>\$300,250.00</b>





## Submission of the 21.3% Non-Federal Match and Reimbursement Process

- **Awarded contractors** will deposit the non-federal share of expenses into a designated state VR account, either as an EFT/ACH or as a wire transfer.
  - Any fee associated with initiating an EFT/ACH or wire transfer is solely at the bank institution's discretion and is not determined by the State. Payment of the bank fee is the responsibility of the CRP.
- Monthly Claim Reimbursement Form (provided by BRS) must be submitted by awarded contractors, to [establishmentproject@fssa.in.gov](mailto:establishmentproject@fssa.in.gov) by the 10th of the following month (i.e. March expenses must be submitted by April 10th).
- BRS will invoice the CRP for the 21.3% non-federal share.
- Reimbursement is typically provided within 35 days upon receipt of the claim.

\*Process subject to change



# Measurable Objectives

- **Awarded Contractors** will be responsible for providing the requested data to meet objectives (#1-3 on next slide) during the project performance period for newly created positions.
- BRS case management system data may be provided to support the collection and review of data for measurable objectives and outcomes.
- BRS will work with awarded CRPs to establish a target goal for each CRP based upon system data and CRP provided data.

# Measurable Objective #1



## **Engagement: Continued engagement of participants through achievement of employment goals**

- What percent of the referrals received by the Contractor achieved Employment Service Milestone 1?
- What percent of the referrals received by the Contractor achieved Employment Service Milestone 3?
- How many VR exits with competitive, integrated employment have been achieved?

# Measurable Objective #2



## **Quality: Raising the bar for successful outcomes**

- What was the average wage at time of exit for all participants served by the CRP?
- What were the average weekly work hours for all participants at time of exit served by the CRP?
- How many Performance Incentive Payment Level 1's were achieved?
- How many Performance Incentive Payment Level 2's were achieved?
- How many Performance Incentive Payment Level 3's were achieved?



# Measurable Objective #3

## **Capacity: Improved timeliness and expanded service delivery**

- What was the average number of direct service hours a VR referral received within the first 30 days of being referred to the CRP?
- What is the CRP Employment Services Unit's capacity to provide timely and quality services to VR participants, e.g., insufficient capacity to serve current referrals, adequate capacity to serve/at capacity, capacity to serve an increased number of referrals?



# Attachment E - Evaluation Criteria

- Proposals will be evaluated based upon the proven ability of the CRP to meet the goals of the Establishment Project.
- BRS reserves the right to fund applications out of rank order if the top-ranked applications do not represent a geographical distribution throughout the state.
- There are seven evaluation categories for the Evaluation Criteria (Attachment E) with subcomponents for each category (i.e. a-e), as well as Pass/Fail criteria.
  - Proposals must include written responses to all items (criteria 1-7) and address all items (i.e. a-e).
  - **When responding to the RFF, CRPs proposals should be clearly labeled with the headings noted (criteria 1-7).**

# Evaluation Criteria - Attachment E



#	Evaluation Criteria (Headings)	Points Total	Sub-Components
1	Extent of the Need for the Establishment Project for Staffing and Training	20	a – e
2	Staffing Ratio and Retention	20	a – e
3	Training	15	a – d
4	Measurable Objectives / Contract Deliverables	10	a – d
5	Program Growth	15	a – e
6	Budget and Cost Effectiveness	10	a – c
7	Likelihood of Sustaining the Proposed Program	10	a – c
-	Pass/Fail	0	a – f

# Attachments (RFF response)



Attachment	Description
Attachment A	Cost Proposal Response Template (RESPONSE REQUIRED)
Attachment B	Respondent Information (RESPONSE REQUIRED)
Attachment C	State Contract Boilerplate
Attachment D	DRAFT Establishment Project Scope of Work
Attachment E	Evaluation Criteria (RESPONSE REQUIRED)
Attachment F	Draft Staffing and Training Plan template





# Next Steps...

## QUESTIONS TO THE RFF

- Any questions/inquiries regarding this RFF must be submitted in electronic format to [establishmentproject@fssa.IN.gov](mailto:establishmentproject@fssa.IN.gov) no later than **4:30 p.m. EST on October 15, 2024.**
- Questions received after 4:30 p.m. EST may not be considered.
- Please keep questions brief and of high priority.
- Must be delivered in electronic format and have the subject line: **Establishment Project Question.**

## RESPONSES TO RFF QUESTIONS

- BRS will compile and post responses on the [Establishment Project website](#) by October 25, 2024.
  - Only answers posted on the BRS website will be considered official and valid by the State.

## SUBMISSION OF RFF RESPONSE

- **Proposals due by November 26, 2024**, by 4:30pm EST
- PDF attachments in an email to: [establishmentproject@fssa.IN.gov](mailto:establishmentproject@fssa.IN.gov)
- Subject line **Labeled as “2025 Establishment Project Proposal”**

# Reminders



- All staffing/training templates for the project will be developed by BRS (more to come)
- 10/15/24 – 4:30pm EST deadline to submit RFF questions to [establishmentproject@fssa.in.gov](mailto:establishmentproject@fssa.in.gov)
- 11/26/24 – RFF proposals due!
- Project – not a grant!
  - Any communication about the establishment projects, including any social media posts, press releases, etc. should avoid the use of the term ‘grant.’
  - Terms such as ‘project,’ ‘funding,’ or ‘contract’ are all appropriate.



# Contact Information

[establishmentproject@FSSA.in.gov](mailto:establishmentproject@FSSA.in.gov)

# Contract Deliverables



- **Awarded contractors** will be required to complete deliverables to include a Staffing and Training Plan, to be submitted annually.
- Must include **recruitment** and **retention strategies** and a robust training process to support development of competencies and continuous improvement through the project period.
- Must fully answer **all** Evaluation Criteria, to thoroughly explain the plans for **growth, recruitment** and **retention**, and **sustainability**.
- Submit within 30 days of award notification.
- BRS will then provide feedback regarding proposed staff/training strategies, including strategies for training, recruiting and retaining staff.
- Awarded contractors will be required to submit a finalized plan, based on BRS' feedback, within 30 days of receipt of BRS feedback.

# Staffing and Training Plan Requirements - #1 Required



- What are the strategies for program growth?
- What are the strategies to provide more timely services to VR applicants or eligible individuals, and improved quality of services and outcomes?
- What is the timeline for implementation of strategies and achievement of improved timeliness and quality of services and outcomes?
- What is the anticipated number of additional VR participants to be served per year of the contract (this will be revisited for years 3 and 4 upon contract renewal)?

# Staffing and Training Plan Requirements - #2 Required



- What are the CRP's recruitment and retention strategies?
- What is the training process for ensuring newly hired staff develop competencies and have continued opportunities for professional development?
- What standards or goals will be established for staff to promote improvement in timely and quality service delivery to VR applicants or eligible individuals?

# Staffing and Training Plan Requirements - #5 Required



- What are the sustainability measures the CRP will implement through enhanced recruitment, retention, and training strategies?
- The CRP will be responsible for demonstrating how staffing and training strategies and associated costs will be supported after the conclusion of the Establishment Project.

# Staffing and Training Plan Requirements - #3 and/or #4, Additional



- #3 - As a result of increasing staff capacity and program growth, what are the CRP's strategies to serve increased VR applicants or eligible individuals in the current coverage area?
- #4 - As a result of increasing staff capacity and program growth, what are the CRP's strategies to serve increased VR applicants or eligible individuals in new coverage areas (as agreed to by BRS)?



# Sustainability and Retention



- CRP should work toward sustainability of the increased staffing capacity and enhancement of staff training achieved through this project.
- Proactive approach to identify and implement strategies that lead to sustainability in order to continue to meet and exceed the objectives achieved during the project period
- Sustainability strategies that focus solely on reliance of increased referrals from VR is not an adequate sustainability strategy.

# Monitoring



- BRS will closely monitor the CRP to ensure compliance with federal law by, at minimum,
  - Reviewing the source of match
  - Reviewing expenses to verify that only allowable activities are reimbursed
  - Confirming the CRP is implementing the staffing and training strategies outlined in the CRP's proposal
- Monitoring may include desk reviews and onsite visits.



# Contact Information

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